

COMMUNITY EVENTS FUNDING REQUEST 2012 Community Grant Request

Due: February 10, 2012

Event Name: Annual Tigard Christmas Tree Lighting

Address: no address

City, State, Zip: _____

Contact Name: Jane Davies

Telephone Number: 503-816-7084

E-mail address: homes@JaneDavies.com

1. **Request** (express in whole dollar amounts only)

Cash	\$2500
In-Kind Services-hours (use of City property, City staff support, etc. Please explain the services requested on a separate sheet)	See attached
Total Request	\$2500

2. **Purpose of Funding Request:**

The purpose is to assist in offsetting the costs associated with holding this annual free event which is held every year on the first Friday in December. Funding will also help to 'grow' the event enabling marketing to the community at large as well as helping to defray associated costs such as staging, professional lighting, signs, banners, flyers as well as the cost of updating the tree lights and possibly adding lights to more trees.

3. **How will this event benefit the Tigard Community?**

This event helps to foster a deeper sense of community to all residents. It helps create more downtown awareness.

4. **How many Tigard residents do you anticipate participating in this event (or these events)?**

In recent years attendance has been 225 – 300. The desire is to grow it into something much larger to include more families, school children and churches.

5. **Please submit the following information with this request:**

- Most recent annual budget compared with the prior year's actual revenues and expenditures. The Budget should identify the period to which it applies, beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions.
- Audit report or financial statements for the last fiscal year.
- Articles of Incorporation.*
- 501(c)(3) status.*
- Organization Bylaws*

* Information not required if it has been submitted at least once in the last five years.

Please note that a lack of adequate financial information could result in denial of request.

CITY OF TIGARD, OREGON
13125 SW HALL BLVD.
TIGARD, OREGON 97223
503-718-2487
2012 Community Grant Request

COMMUNITY EVENTS FUNDING REQUEST Continued... pg 2
Annual Tigard Christmas Tree Lighting Event

In-Kind Service Hours:

TVF&R			
	Help with tree lights w/ lift truck		\$250
	Transport Santa & Mrs. Claus		\$250
Tigard PD			
	Traffic control night of event		
	Create thank you banners		
	Photography		
	Gifts for children ... some years		
Parks & Rec			
	Annual tree lighting check (Nov)		
	Annual light removal (not recently)		
	Help with electrical box		
	Provide barricades		
	Provide cones & candles as needed		
	Provides speaker system		
City Hall			
	Announcements: Cityscape & web		
	Mayor speaks		
	City Council attends		
City Property	Held at Liberty Park		
Other In-Kind Services			
	Tigard Times		
	Oregonian		
	Channel 12 – Kimberly Maus		
	Tigard Chamber of Commerce		
	Refreshments – hot chocolate, cookies, cider		
	Volunteers		

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**COMMUNITY EVENTS FUNDING REQUEST Continued... pg 3
Annual Tigard Christmas Tree Lighting Event**

- A. Most recent annual budget compared with the prior year's actual revenues and expenditures.

This event is run by Volunteers with no budget. Other than the in-kind services provided costs in recent years have been out-of-pocket by those volunteers. This past year, 2011, professional staging and lighting was provided by the City of Tigard at an approximate cost of \$500. (This was a tremendous improvement!)

- B. Audit report or financial statements for the last fiscal year.

None.

- C. Articles of Incorporation

None

- D. 501(c)(3) status

None. It would be smart to grow the event to have this in place.

- E. Organization Bylaws

None

You can see that this event is run on the proverbial shoestring. This event is free and open to the public. Many families anticipate the event so that they will have the chance to meet Santa Claus, enjoy complimentary cocoa and cookies and mostly to enjoy a safe, fun evening out with their families. With limited funding, it has been an arduous task trying to keep up with the growing number of attendees; the demand for the event as well as retaining volunteers.

A task force is being assembled in 2012 to explore new avenues for expanding the event.